

Chapter Three

HECB RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

The HECB maintains ultimate administrative responsibility for the SWS program. The HECB will establish program rules and regulations and provide additional guidelines and other materials pertinent to the administration of the program.

Advisory Committee

SWS staff periodically convenes an advisory committee to provide recommendations on matters related to the direction and administration of the SWS program. The SWS staff also assembles its advisory committee to make recommendations concerning the factors to be considered in determining institutional allocations of SWS program funds.

The committee may include, but need not be limited to, representatives of public and independent community colleges, technical colleges, and four-year institutions of higher education; vocational schools; students; community service organizations; public schools; business; and labor. When selecting the committee, the HECB will consult with institutions of higher education, the State Board for Community and Technical Colleges, the Workforce Training and Education Coordinating Board, and other appropriate associations and organizations.

INSTITUTIONAL RESERVE OF FUNDS

The HECB allocates an annual initial reserve of funds for the body of students at each eligible participating institution. Institutions are notified of their initial reserve by May, or within a reasonable period after the legislative appropriation becomes known, whichever is later.

MONITOR EXPENDITURES

HECB staff monitors institutional expenditures to ensure proper distribution and full utilization of funds. If it is determined an institution is unable to utilize all of the funds allotted for its students, HECB staff, following communication with the institution and 30 days' written notice, reduces the institution's allocation accordingly.

**EMPLOYER
CONTRACTS**

The HECB will enter into contract with, and make payments to, employers of students attending independent institutions. Off-campus employers must complete only one contract which expires June 30. Annual renewal letters activating the contracts on file with the HECB will be mailed to all eligible off-campus employers prior to the expiration date.

Master Contract List

The HECB maintains a Master Contract List available at the secure Web site for most off-campus employers. After approving a contract, the HECB adds the employer data to the Master List. Data can be sorted in several formats.

HECB REVIEWS

Violations of program requirements that cannot be resolved by the institution are to be reported to HECB staff. If satisfactory resolution cannot be made by HECB staff, the SWS Advisory Committee will review the appeal and make a recommendation to HECB staff on the disposition of the appeal. If satisfactory resolution still cannot be achieved, the person or institution initiating the appeal may request a hearing with HECB staff, which will take action on the appeal.

Violations of program requirements may result in corrective action requiring an employer or institution to make monetary restitution either to student employees or the HECB as appropriate to the infraction.

**DATA
COMPILATION**

In order to determine the scope of the recipient population, the HECB will gather information describing the population served and the modes of packaging used.

**PROGRAM
REVIEWS**

The HECB will periodically review administrative practices to ensure that institutions and employers are in compliance with rules, regulations and guidelines. If such a review determines there is a failure to comply with program rules and regulations or guidelines, the HECB may suspend, terminate, or place conditions upon participation in the program and require reimbursement of the affected students or the HECB.

Program reviews also provide the opportunity for individualized technical assistance and training. The review will consists of:

1. An entrance interview
2. Individual student file/record review
3. An exit interview

Depending on the findings of the review, additional follow-up may be required.